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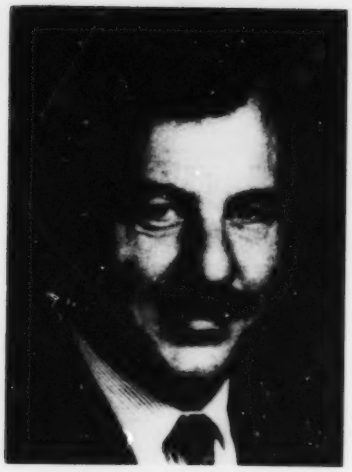
OUR COVER STORY

Lino print of the entrance to the Library by an unknown artist. The block was found in the attic in November 1985. It appeared on the cover of the British Columbia Library Association's periodical, *British Columbia Library Association Bulletin*, January 1955, volume 18, number 3.



June 13, 1991

THE HONOURABLE STEPHEN ROGERS
SPEAKER OF THE LEGISLATIVE ASSEMBLY OF
BRITISH COLUMBIA

Mr. Speaker:

I have the honour of submitting the Annual Report for the year 1990.

The report presents an overview of the Library's history as well as its activities for 1990. Additional information and statistics for the year 1990 are included in the Appendices.

The report is submitted pursuant to order 116 of the Standing Orders of the Legislative Assembly, 1987.

Respectfully submitted,

Sheila J. Gann
Deputy Director

Appreciation

In 1990 the Library completed the search for an automated library system. Work loads increased as all staff members added system evaluation and selection responsibilities to their regular duties. Their commitment to the project and library service was outstanding. This report includes a series of photographs of the staff in recognition of their dedication and contribution to the goals of the Library and its clients.

Legislative Library Staff
Back row, left to right: Wendy Walls, Lynn Bigwood Gordon Yusko, Steve Norman.
Next row, left to right: Cynthia Greenman, Germaine Ell, Wendy Carmichael, Bill Williams, Linda Jackson, Ken Cooley.
Next row, left to right: Barbara de Jong, Patti Lewis, Stephanie Wood, Donna Locken, Lyn Stinson, Vivienne Bruce, Maureen Lawson, Lois McGregor.
Front row, left to right: Judi Bennett, Mary Ann Murphy, Donna Morrison, Susan Jansen, Sheryl Simpson, Sheila Gann, Pat Somerton, Joyce Robertson, Glenis Stenger, John MacEachern, Marjorie Howell.
Missing from photo: Shannon Campbell, Rod Cardin, Rhonda Foster, Roger Young, Joan Barton, William Peters, Verna Bradley and Dorothy Jones.

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British Columbia Legislative Library

A Review

History

The Legislative Library was founded in 1863 to serve the colonial Legislature of Vancouver Island and subsequently the Province of British Columbia when the united colonies of Vancouver Island and British Columbia joined Confederation in 1871. The first permanent Legislative Librarian was appointed in 1893. In 1894 the *Legislative Library Act* formally established the institution which exists today. The Library moved into its permanent quarters in the Parliament Buildings in 1915. At that time the collection included material intended for archival and provincial public library collections. Eventually two new organizations, the *Provincial Archives*, later to become the *British Columbia Archives and Records Service*, and the *Public Library Commission*, now the *Library Services Branch*, developed into separate independent institutions. They still retain close ties with the Legislative Library.

Although nominally under the direction of the Speaker of the Legislative Assembly, the Library was for most of its history administered by several line ministries. These included the Department of the Attorney-General, 1911–1919; Department of the Provincial Secretary, 1919–1942; Department of Education, 1942–1960/61; Department of the Provincial Secretary 1961/62–1977; and Ministry of Provincial Secretary and Government Services, 1978–1985. On February 22, 1985 the Legislative Library became a service of the Legislative Assembly administered directly by the Speaker.

Mandate

Under the Legislative Library Act, R.S.B.C. 1979, C.230, S.B.C. 1985, C.11 and Standing Orders of the Legislative Assembly, Nos. 116–119, the Library is required to provide reference and research services for the Members of the Legislative Assembly, their research staffs, the Executive Council, the Officers of the House and legislative support staffs. Provided there is no conflict with service to these core users, it also assists research staffs of the provincial public service.

Additional Activities

The Library's facilities are extended to the general public whenever there is no conflict with the needs of legislative officials and their staffs. In addition, two programs provided by the Library have a direct impact on the Province. They are the *Cataloguing in Publication Program (CIP)* and the preparation of the *British Columbia Government Publications Monthly Checklist*.

The Organization: Its Services and Policies

The Library pursues its mandate through a division of services based on the traditional organization of libraries.

Public Services — This division is responsible for delivering service directly to the Library's clients. Within it, staff responsibilities are divided into reference and research work, on-line searching, compilation of bibliographies, preparation and maintenance of the newspaper and periodical indexes, circulation, and interlibrary loan.

Technical Services — This division provides the support services which acquire, process and organize the collection into units which facilitate ease of use. These units include the *Government Publications Division*, the *Cataloguing Section* and the *Acquisitions and Filming Section*. The Technical Services Programs also bear major responsibilities for computer services and office automation functions.

Public Services

Reference Services Division

The Reference Services Division is responsible for the provision of information services to clients and for assisting them in the use of the Library's newspapers, periodicals, books and government publications, and with computer assisted literature searches and interlibrary loan services.

There are six Reference Librarians assigned to the Reference Services Division. One is always at the Information Desk to meet and assist Library users. All members of the professional staff, including the Director, are required to provide reference services to clients. The services provided are entirely objective, confidential and apolitical. They must also meet the high standards of quality and accuracy laid down by tradition and enforced by the Director. Librarians provide factual, non-interpretive information which may range from finding the address of a firm to compiling lengthy subject bibliographies. Much of their time is spent researching diverse topical issues such as foreign investment in British Columbia, privatization policy issues, the cultural aspects of the Canada-United States Free Trade Agreement and the distribution of the tax burden in Canada.

Newspaper Index

The Reference staff has maintained a Newspaper Index of Vancouver and Victoria daily newspapers since 1900. The newspapers are indexed selectively for material of historical, political, economic, social and local importance to the Province. The index is arranged by subject. In the next year the Library expects that the index will be created and maintained as an on-line service instead of a card file.

Significant newspapers included in the index are: *The Colonist* and *The Times*, published in Victoria; *The World*, *The Morning Sun*, *The Star*, *The Province* and *The News Herald* published in Vancouver. The *Victoria Times-Colonist*, the *Vancouver Sun* and the *Vancouver Province* are the newspapers currently indexed. The Index was, for administrative convenience, divided into two distinct projects — the older historical portion of the Index and a current section. Due to more pressing priorities the older portion was discontinued in October 1988. Its history is outlined below.

The British Columbia Newspaper Index 1900–1970

The Index was started by the Legislative Library in October 1915, apparently as an in-house tool to facilitate the retrieval of information in response to questions from the Members and the Government. Initially, only the Victoria *Colonist* was indexed and then only very sparsely, reflecting a political focus plus some war-time concerns. The Victoria *Times* was soon added but coverage was not greatly expanded. In 1924, indexing was extended to include the Vancouver *Province*, the Vancouver *Sun* and, until it merged with the *Sun*, the Vancouver *World*. In 1938, the decision was made to index the *Colonist* and the *Province* for the period 1901 to 1920. As stated in the *Report of the Legislative Reference and Order Department* for that year, this was considered "necessary for the reason that for the period there is no index of events, provincial and local, as an aid to reference

work. The existing index to the *Colonist* begins in the fall of 1915, but experience has shown that the indexing at that time is not nearly complete, which necessitates the re-indexing of 1915–1920." In 1945 it was decided "that 1900 should also be included" (*Report of the Assistant Librarian for 1946*). In 1954, the Victoria *Times* was added starting with 1906, "in order to have a Liberal viewpoint." Progress, however, was extremely slow, particularly as the indexing was carried out in addition to other duties, including the indexing of current newspapers. A phrase in the *Report of the Assistant Librarian for 1947* characterizes the problems existing then and later. "Work on the indexing of these old newspapers has proceeded slowly this year, owing to the pressure of more urgent work." In 1966, the period from 1900 to mid-1910 had been covered. The Index was closed at the end of 1970 and a new one began in January of 1971. The former was microfilmed and copies distributed to various libraries.

A project to fill in the gap from 1911 to October 1915 and to index more fully the following four years, began in 1973. It was called the Retroactive Newspaper Index Project. Five newspapers were involved: the *Colonist*, the *Times*, the *Province*, the *Sun* (from 1912) and the *World*. Although it made a strong start, it too, due to staff changes and "the pressure of more urgent work," eventually began to slow down. In 1988, when indexing had been completed to the end of October 1917, it was decided that work on the Retroactive Newspaper Index would cease, two years and two months short of its goal. The Index as it stands, however, is still a unique and valuable research tool.

The current status of the Retroactive Newspaper Index, in terms of coverage is as follows:

Victoria Newspapers

Colonist	1900–1970
Times	1906–1970

Vancouver Newspapers

Province	1900–October 1917, 1924–1970
Sun*	1912–1970
World	1910–October 1917, 1924
News Herald	1933–1957
Star	1924–1932
Times	1964–1965
Express	1970

* From 1924 to 1926 there were two editions, morning and evening.

The period from 1900–1910 is reasonably well covered, although there are gaps in some areas. The 1910 to October 1917 period is very well indexed. The period for October 1917–1924 is sparse for Vancouver but is reasonable for Victoria. From 1930, both scope and depth of indexing improve. Extensive revisions, corrections and additions have also been made to the Index outside the 1910–1917 period. This means that the microfilmed version of the 1900–1970 Index not only lacks the 1910 to 1917 re-indexing and new indexing but also these alterations, some of which are substantial.

Automation Steering Committee
Back row, left to right: John MacEachern, Alan Cox, Ian Fraser.
Middle row, left to right: Sandy Wharf, Elaine Dunbar, Maureen Lawson.
Bottom row, left to right: Doug Pletsch, Joan Barton, Sheila Gann, Jim Branson.
Missing from photo: David Mercier, Glen Clark, Byron Barnard, Patrick McClintock, Derek Gale.

Computer Assisted Reference Service

On-line information retrieval systems provide information in advance of printed materials and from sources not available in print. They also offer complex searching capabilities impossible with manual techniques, or possible only with great expenditure of staff and time. On-line searching provides users with information which would not otherwise be available in the Legislative Library. This reference service was introduced in January 1977 to meet the following objectives:

- Extend the research capabilities of the Legislative Library
- Extend the information resources available to researchers
- Accomplish the above at least cost.

The service began with two systems. Today the Library has access to twelve, which contain over 600 databases. The extent and scope of the service continues to expand and it has established itself as one of the most significant aids available to researchers who enjoy the advantages of fast and accurate searching. On-line searching has been integrated into the traditional reference program. Librarians assess questions to determine whether searches should be done manually, by computer, or by a mix of both techniques.

Interlibrary Loans

Interlibrary Loans (ILL) is the formal cooperative international procedure which permits institutions to borrow from each other. It broadens the scope of material available to clients by providing access to the resources of other libraries.

Reciprocal Agreements — This Library has reciprocal Interlibrary Loan agreements with the University of Victoria and the University of British Columbia. Instead of adhering to the more cumbersome

international code, the three institutions reduce their administrative costs through an exchange of material based on "quid pro quo" arrangements.

The *Envoy Electronic Message Service* is an electronic mail system which allows participating institutions to transmit requests via computer terminals. The Legislative Library first subscribed to the service in January 1983.

Technical Services

Government Publications Division

The Government Publications Division is responsible for acquiring, processing, storing and retrieving the Library's government publications, compiling *The British Columbia Government Publications Monthly Checklist*, and administering the *Legislative Exchange Program* and other exchange and deposit arrangements.

Government publications are defined as Federal, Provincial, Crown Agency and State publications. The Library separates government publications from book and periodical materials which are produced by non-government organizations. Publications are arranged according to jurisdiction in alphabetical sequence. The Division provides access to the document collection by preparing entries for the COM catalogue or the Government Publications Card Index. Until May 1988, these records were prepared for manual card files. Since then the Division has been entering records into the Utlas International Canada (Utlas) database. These records are now searched simultaneously with non-government material in the COM catalogue.

In 1978 the Division devised its own alpha-numeric coding scheme to facilitate retrieval and re-shelving of government publications. The new scheme has successfully eased problems of document retrieval in an expanding collection. The coding scheme has been published in John Pemberton's *The Bibliographic Control of Official Publications*, Pergamon Press, 1982. It has also been implemented by the British Columbia Attorney General's library.

The Legislative Exchange Program

This program is a cooperative exchange between British Commonwealth legislatures and parliaments. It ensures that each jurisdiction receives its full complement of parliamentary publications from participating institutions. Members of the program include Great Britain, Australia, the Canadian Parliament, Canadian Provincial Legislatures and some United States jurisdictions. British Columbia publications sent to exchange participants include:

- British Columbia Gazette, Parts I, II and Index
- Journals of the Legislative Assembly
- Bills, first Reading
- Bills, third Reading
- Orders of the Day
- Votes and Proceedings
- Legislative Debates and Index
- Statutes
- Annual Index to the Revised Statutes, 1979
- British Columbia Government Publications Monthly Checklist and the Annual Cumulation.
- Telephone directory : Government of British Columbia

The British Columbia Government Publications Monthly Checklist

The *British Columbia Government Publications Monthly Checklist* is designed to improve the public's knowledge of and access to British Columbia government publications.

Each Ministry is responsible for the distribution of its own publications. This decentralized system makes it difficult for the public to have easy access to the wide range of government publications available to them. Since the Legislative Library is the provincial depository library and has daily contact with both the ministries and various printing agencies, several organizations requested that it publish a list of its recently received British Columbia government publications. In 1970 the Library began in-house publication of the *Monthly Checklist* to provide the public with the necessary guide to current government publications.

The Checklist and the Annual Cumulation are now processed by custom and IBM software at British Columbia Systems Corporation. It is sold to subscribers by Crown Publications Inc.

Cataloguing Section

The functions of the Cataloguing Section include the cataloguing and classification of all non-government publications added to the collection, and participation in the Cataloguing in Publication Program (CIP).

Cataloguing Services

The Legislative Library uses the Dewey Decimal Classification System, the Library of Congress Subject Headings and the Anglo-American Cataloguing Rules (AACR2) for the organization of all non-government book materials.

For the Library's first eighty years the card catalogue was the chief retrieval source for the book collection. Over time the efficiency and effectiveness of card catalogues have declined and their maintenance has become more costly. By the early 1970's it became increasingly evident that more and more users avoided card catalogues whenever possible. Surveys showed that lack of perseverance and a poor understanding of their structure and rules, for example, filing sequences, resulted in a high number of retrieval failures. In seeking solutions to these problems many Canadian libraries, including this Library, turned to automated cataloguing systems which offer benefits such as decreased time for searching and maintenance and less time and effort needed to understand the system in order to use it productively.

Computer Output Microfiche (COM) Catalogue

In January 1979 the Legislative Library began using the Utlas catalogue support service to build up a file of machine-readable records. This file is used to produce a computer-output microfiche

(COM) catalogue. The card catalogue was closed at the end of March 1979. Access to all books added to the collection since that date is provided through the COM catalogue only.

Retrospective Conversion

While the initial use of Utlas was intended for current cataloguing only, the Section steadily built up the COM catalogue by transferring card catalogue records whenever copies or volumes were added to the collection.

The Catalogue of the Future

The Legislative Library is about to implement an on-line computer assisted system in which the user, with little knowledge of how the system works, is able to find what is needed quickly and with little effort. The present system reflects an intermediate stage. This year the Library selected an on-line system to meet the needs of its clients which will be implemented in 1991. Current progress is outlined later in this report.

Cataloguing In Publication (CIP)

Cataloguing in Publication (CIP) is a program coordinated by the National Library of Canada through which new Canadian publications receive library cataloguing before they are published.

Since May 1978, the Legislative Library has been the official agent authorized to supply CIP data for the publications of British Columbia Ministries and Crown Agencies. In August 1980 the program received official sanction from the Executive Council. Under Cabinet Directive 80-2, all titles which fall within the scope of the CIP program must be submitted to the Cataloguing Section for CIP before publication.

OPAC/Reference Task Force
Back row: Gordon Yusko.
Front row, left to right: Wendy Walls, Mary Ann Murphy, Wendy Carmichael, Vivienne Bruce.
Missing from photo: Bill Williams, Roger Young.

Benefits of the Program

CIP ensures ease of access to Provincial Government publications.

- Bookstores, libraries and information centres in North America and beyond are provided more quickly with the information needed to select and order publications.
- Small libraries and other institutions which lack the highly technical skills of professional cataloguers are provided with essential cataloguing information in the publication when it is acquired.
- Libraries and information centres are able to make government publications more quickly accessible to researchers and the general public.
- Elusive publications which might have been lost to future researchers are added to the Legislative Library's collection.

An example of CIP can be seen at the beginning of this report. Appendix III illustrates full CIP entries from two British Columbia Government publications.

Acquisitions and Filming Section

The Acquisitions Section is responsible for the selection and acquisition of all non-government books, periodicals, newspapers and microforms. Staff members perform bibliographic searching, ordering and recording of new material before it is routed to the Cataloguing Section and the Reference Services Division.

Filming Unit

Through the activities of the *Filming Unit* original documents such as British Columbia newspapers, periodicals and government publications, notably the Papers of the Clerk of the House and government news releases, are filmed for retention by either the Legislative Library or the British Columbia Archives and Records Service.

The Unit works closely with the latter, which is responsible for quality control and testing of all microfilmed products and for housing non-government literary, historical and artistic works, including the Provincial Newspaper Collection on microfilm.

Library Activities, 1990

Public Services

Reference Activities

Reference services are focused to meet the needs of our primary clients, the Members of the Legislative Assembly and their staffs. 7,285 reference questions were answered last year, an increase of 3% over 1989. The percentage of questions answered for Members and legislative staff remained constant at 41%. The number of computer searches also stabilized at 237 although the percentage of searches done for Members increased significantly from 19% to 45%.

Survey of Clients

In order to obtain better information on the needs of Members and their Research staffs, the Library sent a survey to its major clients during the spring of 1989. The results were tabulated during the fall and distributed in April 1990. In general, clients appeared satisfied with library services and the returns did not reveal any need to alter the pattern of service delivery radically. Clients did identify areas needing improvement. Those which were easily corrected have been dealt with and the more difficult ones will be addressed in the future. Some, such as the establishment of a specialized Research Division, will, unfortunately, require demand from a greater number of Members before they can be implemented. A booklet entitled a *User's Guide to the British Columbia Legislative Library* outlining services to Members and their staffs was developed this year by Joan Barton in response to survey comments.

Newspaper and Periodical Indexes

Entries in the Newspaper Index decreased by almost 5% this year as indexers became more selective and concentrated on material of interest to the Members. The commercial availability of full text databases for both the *Vancouver Sun* and the *Province* now make this approach feasible. Entries into the Periodical Index deviated from this pattern and continued to increase at a rate of almost 4%. These indexes remain the most popular and heavily used reference tools in the Library.

Interlibrary Loans

Interlibrary borrowing increased by 53% during the year, reflecting more specific search requests in non-core areas and improved access to external sources. Interlibrary lending also increased by a more moderate 3%. The heightened demand was handled efficiently by the staff with the help of a new form designed to streamline internal procedures.

Circulation

Overdue processing and patron registration continued to function smoothly although at the expense of considerable staff time and effort. The new library computer system will automatically track all circulating material and print overdue notices with minimal staff intervention.

Automation

After years of planning and preparation, this year the Library selected an automated system developed by Dynix Library Systems Inc. (Dynix). It will change all aspects of library work and service as it is implemented in 1991. A full report of automation developments follows in a later section of this report.

Reference staff did their part in contributing to various automation Task Forces. Mary Ann Murphy, Vivienne Bruce and Pat Somerton chaired the Newspaper and Periodical Article Citation Index, Online Public Access Catalogue and Circulation Task Forces respectively. The Newspaper and Periodical Article Citation Index Task Force faced particular challenges since there were no ready-made requirements to start from and vendor responses were sketchy and confusing.

Photocopy Services

After an unprecedented increase of 57% during 1989, copying returned to more normal levels during 1990. Although there was a decline of 22% in 1990, staff still produced over 160,000 copies during the year as clients continue to need paper copies for their working documents.

Publications

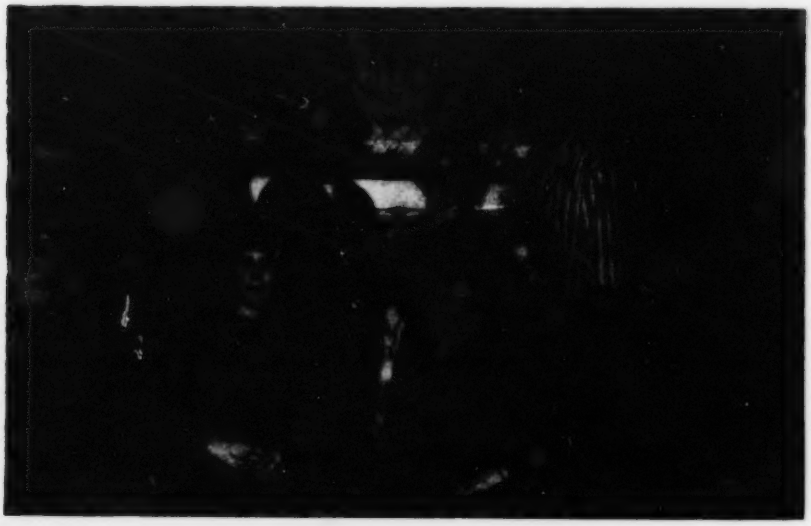
This year the Library staff produced several publications in support of its reference service mission.

Current Contents are bibliographies on timely topics of interest to Members of the Legislative Assembly. Ten issues with a new format and style were published during 1990. The topics were:

- *Freedom of Information* (William Peters)
- *Land Use Conflicts* (Gordon Yusko)
- *Financing Health Care* (Vivienne Bruce)
- *Referendums* (William Peters)
- *Affordable Housing* (Patricia Somerton)
- *Federal-Provincial Fiscal Relations* (Mary Ann Murphy)
- *Pay Equity* (Gordon Yusko)
- *Tourism* (Patricia Somerton)
- *Indians* (Vivienne Bruce)
- *Forest Management in British Columbia* (Mary Ann Murphy)

Recent Accessions is a monthly listing of selected new books and periodical articles. Eleven issues were compiled during the year by Utlas. Beginning with the December issue, government documents were also included.

British Columbia Executive Council Appointments 1871–1986, an historical overview of executive council appointments to the British Columbia Cabinet since Confederation, was compiled by Judith Antonik Bennett and Frederike Verspoor. Vivienne Bruce updated it with the *Vander Zalm Cabinet* and she revised *Women Members of the Legislature of British Columbia*.



Circulation Task Force
Back row, left to right: Steve Norman, Cynthia Greenman, Pat Somerton, Bill Williams.
Front row, left to right: Rhonda Foster, Vivienne Bruce.
Missing from photo: Wendy Walls.

Legislative Library Online Reference Service, a descriptive list of database systems accessible to the Library, was updated by Maureen Lawson.

Joan Barton wrote the "Evolution of the British Columbia Legislative Library", which appeared in *Canadian Parliamentary Review*, v.13, Autumn 1990, p. 18-19.

Collection Development and Stack Maintenance

The collection development plan of the Library is to maintain a collection which meets the needs of the Library's clients, to preserve documents of historical or research value, to make as much of this material available to researchers as possible and to ensure that all useful items no longer relevant to this Library are offered to other libraries. If the material is of local or provincial interest, it is our goal to keep it in the Province. It is also our intent to review the collection on an ongoing basis to ensure that it is current and free of outdated publications. This process also serves the purpose of making the best use of limited shelving space. With these objectives in mind, several projects were undertaken in 1990.

Projects

The Current Reference Collection was reviewed and updated. 971 out-of-date and unnecessary items were removed from the Economics Section of the main Book Collection and long runs of magazines which no longer fit the collection needs of the Library were identified for later removal. The Social Sciences Section of the stacks was reorganized to reduce, temporarily at least, the severe overcrowding in this area.

Beneficiaries

Other libraries in the Province have been the beneficiaries of these initiatives, receiving material no longer required for the Library's primary clients. Canadian historical titles have been donated to the

University of British Columbia; legal and scientific materials to the University of Victoria and older materials to the British Columbia Archives and Records Service and the Royal British Columbia Museum. For example, sixteen volumes from the Champlain Society were donated to the North West Collection of the British Columbia Archives and Records Service. Other material was given to the Maritime Museum and Royal Roads Military College Library.

Government Library Material

Traditionally, the Legislative Library has received all items discarded by British Columbia Government libraries. This arrangement has enriched both the main collection and the government publications collection but it is increasingly evident that the burden of handling approximately ten thousand items a year outweighs the value of the items retained for the Library's collection. Consequently, discussions between Judi Bennett, Ken Cooley and the Government Libraries Association of British Columbia late in 1990, led to an agreement which limits the number and type of publications sent to the Library. All official British Columbia Government publications will continue to be forwarded to the Library. Responsibility for unpublished government reports will be determined later.

Technical Services

As the automation planning process continues, Technical Services and Reference Services continue to interact very closely. Now, more than ever, a decision taken by one group affects the other. The cross-divisional composition of the automation Task Forces reinforced these connections and is leading to a more integrated library operation.

Cataloguing Section

Overall cataloguing activity increased 3% in 1990, up to 3,147 titles from 3,060 the previous year. Current cataloguing, however, declined 20%. This decrease reflects a more focused and selective acquisition policy. The resulting change in workload permitted cataloguing staff to put more effort into converting records from manual to automated files. Recon, as this activity is called, increased 59% in 1990. The Cataloguing staff have now converted approximately one sixth of the Social Sciences Section up to Labour Economics (Dewey 331) and one fifth of the Reference Collection up to the Social Sciences (Dewey 319). The weeding programs underway in Reference Services have also affected work distribution in Cataloguing as staff members update records or remove them from manual files. 2,473 items and their records were removed in 1990 as part of this review process.

Automation

During the year, Lois McGregor and Marjorie Howell undertook several studies of the Library's manual files to collect information needed for automation decisions. The Cataloguing staff have also been active in discussions with other Divisions as the Library continued planning for a computer system. All members of the Section participated in automation Task Forces and Wendy Carmichael chaired the Bibliographic Task Force. She also assumed the responsibilities of the Manager of the Section on a substitution basis in November.

Cataloguing in Publication (CIP)

Cataloguing in Publication activity was comparable to last year with a slight decrease of 15 titles. 311 titles required full cataloguing while 67 required the simple assignment of an International Standard Book Number (ISBN) or International Standard Serial Number (ISSN).

In January, the National Library agreed to include distribution and price information in CANMARC, the computer tape version of CIP records. This change was made at the Legislative Library's request to make it easier for purchasers to obtain British Columbia government publications.

At the invitation of the National Library, the Library agreed to participate in a pilot project to include British Columbia government serials in the Canadian Cataloguing in Publication Program (CIP). Based on the findings of the project, the National Library will be able to assess the feasibility of national serial coverage. The Legislative Library was chosen for the pilot because of its experience in providing unofficial CIP for serials since October 1980. The first CIP record prepared as part of the new project was completed August 16.

Cataloguing and Utlas

Costs to maintain our database and generate products using Utlas increased moderately with the introduction of a new price schedule in October. In general, online costs to use the system limit our ability to develop the comprehensive catalogue we need to provide good service. Our total dependence on an external organization for our own database is also a concern. In the long term it will clearly be in the best interests of the Library to move its database to its own locally controlled computer system.

Government Publications and Cataloguing

Co-operation between the Cataloguing Section and the Government Documents Division continued this year. Cataloguing staff typed 1,733 government publication authority record cards and input 123 records for British Columbia documents.

Clerk's Papers Project

Work continued on the organization and indexing of the Clerk's Papers. Papers for 1883–1901 and 1930–1949 were transferred to acid-free file folders to preserve them for the future. Documents tabled in 1989 were transferred from the Clerk's office to the storage area in the Dome.

Policy and Procedures Review

The process of selecting records for conversion from manual to computer records was streamlined this year. The change has reduced decision-making time and allowed the cataloguers to proceed more quickly.

Support staff began using a spreadsheet program to compile a monthly systems use report. This change has speeded up a time-consuming manual task and allowed several members of the Division to develop skills in using a spreadsheet program.

Acquisition Section

During 1990, the Acquisitions Section refined and consolidated new procedures introduced in the previous year. Fully staffed for most of this year, with suitable equipment and furniture in place and with most problems associated with books under control, staff turned their attention to the serials collection. Invoice processing has been expedited, the condition of both the serial and newspaper record files has been improved, statistical reporting of changes in the collection has been standardized, the uncatalogued serial collection has been weeded, an authoritative list of serial titles received is being compiled in an automated file, a list of standing orders was sent to a Canadian company for an estimate of the cost of placing these orders with a single supplier, and the services of two major serials subscription agents have been reviewed as part of a plan to place the Library's subscriptions with a serials jobber. Use of these service agents will reduce the number of invoices handled by the Library, the Legislative Comptroller and other government staff. The net effect will be reduced government handling costs, improved payment turn-around, and a reduction in problem solving.

Current Ordering

The Section ordered 1,069 books in 1990, down 27% from 1989. 2,613 titles were received, up 7% from last year. The Library currently receives approximately 2,903 serial titles with a minimum of 250 under review. 195 new serial titles were added to the collection in 1990, 60 were cancelled and 124 ceased publication. 265 newspaper titles are received. 17 new newspaper titles were added in 1990 while 3 titles were cancelled and 6 stopped publishing.

Policies and Procedures Review

Clerical duties were re-assigned. The Office Assistant 2 position became more exclusively devoted to serials processing and the Acquisitions Clerk 3 position more concerned with monographs and invoice processing. This separation has proved successful, allowing each staff member to concentrate on a more restricted number of routines.

Timely payment of invoices for serials with short renewal lead times continues to be a problem, particularly for newspaper subscriptions which are the most difficult to claim and replace. Several changes in procedure combined with a proactive approach were introduced this year to address the problem.

Automation

All Acquisitions and Microfilming staff participated in Automation Task Forces and Ken Cooley chaired the combined Acquisitions and Serials Task Force.

Filming Section

Current Newspapers Filmed

In 1990, Section staff filmed 212 currently received British Columbia newspapers on 181,920 frames. British Columbia press releases were also filmed as part of the current microfilming program. All filming for 1990 was completed on schedule.

Newspaper and Periodical Article Index Task Force
Back row, left to right: William Peters, Gordon Yusko.
Front row: Donna Morrison, Mary Ann Murphy, Pat Somerton, Lois McGregor, Lyn Stinson.
Missing from photo: Rhonda Foster.

Retrospective Newspaper Filming Project

Old British Columbia newspapers are being filmed systematically to ensure that the history of the Province is recorded and preserved. Once they are filmed, the original papers are usually returned to the local communities of origin and the microfilm is transferred to the British Columbia Archives and Records Service.

With help from Lois McGregor in Cataloguing, a pilot project to film bound volumes of British Columbia newspapers off-site was completed at the end of April. Five newspapers from Nelson, British Columbia were included in this initial contract which resulted in 50,602 frames on 118 rolls of microfilm. The titles were:

- *Kootenay Graphic News*, March 1960–February 1963
- *Nelson Advertiser*, July 1969–December 1975
- *Kootenay Times*, May 1923–November 1923
- *The Prospector*, February 1949–April 1966
- *Nelson Daily News*, January 1905–December 1932.

As a result of information gained during the pilot project, a revised contract was signed with Deines Micro-Film Services Ltd. and a contractor was identified in Vancouver for disbinding the newspapers, a step required before they can be filmed. The Library acknowledges the help and expertise provided by British Columbia Buildings Corporation in the pilot disbinding process.

An additional seven rolls (10,038 frames) of the *Nelson Daily News*, January 1933 to December 1935 were filmed in 1990 as part of the second phase of the contract.

During the year, the Library entered into an agreement with West Canadian Graphic Industries (1986) Ltd., a microfilming company working on a contract for Pacific Press in Vancouver. Under the terms of the agreement, the Library agreed to lend 119 bound volumes of the *Vancouver Sun* for the period 1940–1949. In return for the use of the newspapers, the Library will receive two copies of the microfilm produced. Agreements like this enhance our efforts to preserve our heritage without cost to the Library or the Province.

Government Publications Division

More material arrived in the Government Publications Division this year than last. This included a total of 48,031 items compared to 38,202 in 1989, a 26% increase. 29,796 were British Columbia documents, an increase of 56% from the previous year. The remaining 18,235 items from other jurisdictions decreased from 19,075 last year.

This year all current government publications have been entered into the Utlas database. This represented a 23% increase from last year. The breakdown between new and converted records was even this year while last year 71% were new and only 29% were converted.

British Columbia Government Publications

Cooperation and Service

The Division is now supplying the British Columbia Archives and Records Service with British Columbia government annual reports as a more cost effective method for collecting this material.

Discussions with staff at the Queen's Printer and a change in their forms have yielded a gratifying increase in the number of British Columbia titles and copies received for depository material. It has also reduced the trouble-shooting needed to resolve distribution problems.

Provincial Depository Library Program

This year, after seventeen years of work and input by the Library represented by John MacEachern, the British Columbia Library Association (BCLA) Depository Library Committee finalized the details of a three-year pilot for a Provincial Depository Library Program. To promote efficient use of this material in libraries with limited government publications experience, the Committee will offer a workshop on British Columbia documents at the spring BCLA Conference.

Monthly Checklist

The *British Columbia Government Publications Monthly Checklist* is now at a turning point. All data for 1990 has been keyed into the nine year old Checklist system, and the remaining issues for 1990 will be published in 1991. The publication will then be suspended for one year to allow for the transition from the present system to a new one. During 1991, Dynix will develop a module to produce the Checklist directly from our main database, eliminating the re-keying, double editing and proofreading now required. By the end of 1991 it may be possible to begin producing monthly issues again.

Government Publications from Other Jurisdictions

Canada and the Provinces

The Library now has both looseleaf and hardbound volumes of revised statutes for Canada and all of the provinces except Newfoundland, Prince Edward Island and Ontario.

United States

A procedural change with the Superintendent of Government Documents in Washington, D.C. ensured prompt, automatic receipt of the 1988 edition of the United States Code, the American equivalent of the Canadian revised statutes, under our exchange arrangement.

Australia

An interesting case of library cooperation took place when old Queensland documents were returned to the Law Library of Bond University, Gold Coast, Queensland. Between February and December, fifteen shelves of *Hansard*s and *Votes and Proceedings* from Queensland were sent to Australia. This repatriation exercise benefited the new Queensland library while it freed shelf space for material here.

Utlas Use

Roger Young has selectively added relevant, recent monographs and series to the Utlas database this year. Consequently, the Division will have more time next year for the time-consuming task of inputting serials and the detailed copy records. This approach will maximize staff and client access to the government publications collection in the first year or two after implementation of the new automated system. The Division has already discovered a correlation between the number of records added to the database and a decrease in the reference assistance requested by other Divisions.

Automation

Government Publications staff joined all other members of the Library in participating in at least one automation Task Force. Judi Bennett had the particularly difficult task of developing requirements for the British Columbia Government Publications Checklist and evaluating brief proposals.

In November, John MacEachern drew up the first draft of Library maps required for cabling and electrical wiring showing locations of computer terminals, printers, etc.

Bibliographic Task Force
Back row, left to right: Lois McGregor, Roger Young, Wendy Carmichael, William Peters, Joyce Robertson.
Front row, left to right: Sheryl Simpson, Marjorie Howell.
Missing from photo: Rod Cardin, Susan Jansen.

Automation

Automation dominated the activities of the Library in 1990 as it will in 1991. This year has been devoted to selecting a system which will meet the unique needs of the Library's clients.

Why Automation?

The reason behind this major initiative is simple: to fulfill the Library's mandate to provide reference and research services for the Members of the Legislative Assembly and their staffs. Over the last few years it has become evident that the Library will not be able to provide the quality of service required and expected by its clients using the existing paper-bound manual systems. The new automated system will allow the Library to streamline its activities, enhance service and position itself for future initiatives.

Progress

After months of preparation, the Library issued its *Request for Proposal (RFP)* for an automated system to thirteen vendors. In May six companies submitted proposals. By July, the staff, working within the Task Force structure established the year before, completed their evaluations and submitted their results to the Steering Committee. The Steering Committee drew up a short-list of three vendors based on the criteria outlined in the *RFP* and the results of the Task Force evaluations. A proposal for a library system with a request for funding was submitted and approved in July. Between July and November the short-listed vendors provided additional information and returned to the Library for Library-directed demonstrations and discussion of development issues. The Division Managers evaluated and observed the three systems in a working environment and phoned numerous libraries to validate vendor claims for performance, service, etc. Finally, in November, the Steering Committee, with the recommendations of the Library Task Forces, met to select the top vendor. Dynix Library Systems Inc. of Waterloo, Ontario was the first choice. With final approval in place, the Library met with a representative of Dynix for the primary contract negotiation meeting on December 19, 1990.

Dynix Library Systems, Inc.

Founded in 1983, Dynix Library Systems Inc. develops, markets and supports innovative computer software for libraries. The company's 500 clients differ greatly in function, size, patronage, and geographic location. British Columbia clients include Okanagan Regional Library, Penticton Public Library, Vancouver Community College Libraries, Vancouver Island Regional Library System, and Vancouver Public Library. The Legislative Library of Nova Scotia has also selected the Dynix system.

Dynix best met the Library's requirements for functionality, development, service, and price. The system will provide the Library with all its required modules: Online Catalogue for reference, Cataloguing with Authority Control, Acquisitions, Fund Accounting, Serials Control, Circulation, a Newspaper and Periodicals Index, a Government Publications Checklist, CIP Files and a Selected

Acquisitions List. Through a Local Area Network (LAN), the Library will also be able to use word processing, spreadsheet, desktop publishing and other programs.

Staff Participation

The Library plans to continue involving the staff in all phases of planning and implementation. Their participation has been one of the most rewarding and successful aspects of the project. Every member of the staff is familiar with the system, understands why it was selected and is enthusiastic about the implementation phase. Vendors and consultants have complimented the staff on their knowledge and demonstrated understanding of the systems. It has been a pleasure to watch the staff develop this expertise and confidence. As always, their work was thorough, well done, and on-time. Even though the Legislature was in session during the early evaluation stage, the staff managed to perform their regular duties as well as participate in the automation activity.

External Support

In addition to our own staff, the Library is indebted to the following people for their expertise, time and contribution to the project.

Honourable Stephen Rogers, *Speaker of the Legislative Assembly*

David Mercier, *MLA — Burnaby-Edmonds*

Glen Clark, *MLA — Vancouver East*

Ian Fraser, *Legislative Comptroller*

Sandy Wharf, *Administrator, Office of the Speaker*

Byron Barnard, *Director, Information Systems Branch, Ministry of Government Management Services*

Jim Branson, *British Columbia Systems Corporation*

Derek Gale, *British Columbia Systems Corporation*

Doug Pletsch, *British Columbia Buildings Corporation*

Larry McMillan, *British Columbia Purchasing Commission*

Patrick McClintock, *RMG Consultants, Inc.*

Organization and Staffing

Staff Changes

One new half-time position was added to the staff in 1990 in the Office of the Director. This position was needed for the additional work generated when responsibility for personnel was transferred to the Library. Three new people joined the staff to replace those who left the Library. Most staffing changes occurred as existing staff members moved within the organization. Two auxiliary appointments were made permanent. One staff member was seconded for the United Way campaign for one month and the Director of the Library was seconded to the Service Quality B.C. Secretariat for a year. A temporary Deputy Director position was created for the duration of the secondment of the Director. A more detailed listing of staff changes appears in Appendix II of this report.

The full-time complement of staff at the end of 1990 was:

Office of the Director	5.5
Reference Services Division	11
Government Publications Division	5
Cataloguing Section	6
Acquisitions and Filming Section	6
Subtotal	33.5
Sessional Assistants	2
TOTAL	35.5

Staff Development

Throughout the year the Library supported the efforts of employees who wished to pursue continuing education and development activities related to their job responsibilities. These activities are outlined below.

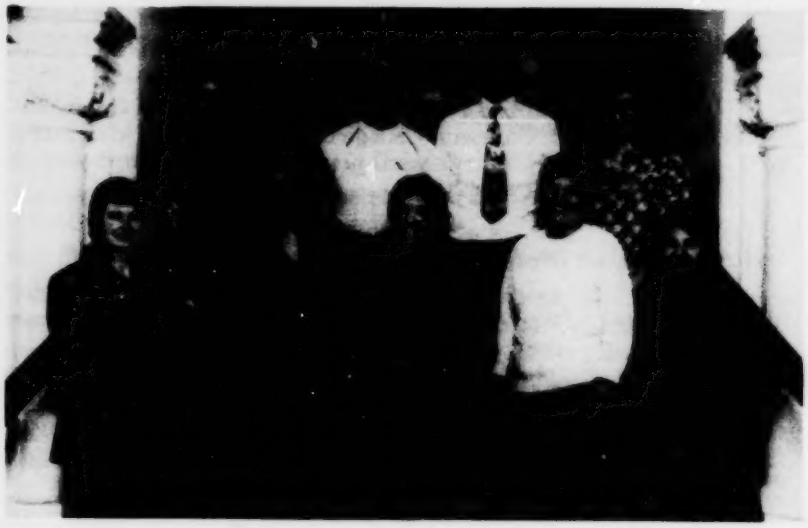
Staff Training

Systems

- *CAN/OLE II:* Demonstration of the latest version of the CAN/OLE online database. Attended by Gordon Yusko, Mary Ann Murphy, and Judi Bennett (January 9) and Vivienne Bruce and William Peters (January 11)
- *CAN/OLE Workshop: Basic and Intermediate:* Training for the new version of this well established Canadian database system. Attended by Mary Ann Murphy (December 5)
- *Informart Online Introductory Training:* Infomart is an online system which contains the full text of major Canadian newspapers. Attended by Patricia Somerton (September 25)
- *Informart Online: DataTimes-Dow Jones News/Retrieval Workshop:* Explanation of database structure and training in search techniques required for these online files. Attended by Mary Ann Murphy (November 27)
- *Databasics: Infoglobe Introductory Workshop:* Infoglobe is an online system which contains full text of the *Globe and Mail* newspaper and six other Canadian databases. Attended by Patricia Somerton (November 20)
- *Introduction to Dialog Searching* (Micromedia Ltd.): Attended by Patricia Somerton (December 18)
- *FP Online Workshop:* An introduction to FP Online databases which include *The Financial Post*, *MacLeans Magazine*, the *Directory of Directors* and *Corporate Surveys*. Attended by Gordon Yusko (March 21)
- *Government Management Services. Information Systems Branch:* ISB systems showcase and demonstration of several government systems including the Hansard Online Index for the Debates of the Legislative Assembly of British Columbia and a Correspondence Tracking System. Attended by Marjorie Howell and Sheila Gann (March 28-29)
- *PC Applications:* Demonstrations of various Macintosh computer software applications including word processing, spreadsheets and CD-ROM packages organized by Government Management Services, Information Systems Branch. Attended by several members of the Library Staff (April 4)

Cataloguing

- *Authority Control Workshop: Who's Controlling Who?:* A Canadian Library Association program to address the issues of authority control especially in automated systems. Attended by Lois McGregor, Wendy Carmichael and Judi Bennett (March 29)



Acquisitions/Serials Task Force
Back row, left to right: Barbara de Jong, Lynn Bigwood, Ken Cooley, Linda Jackson.
Front row: Judi Bennett, Glenis Stenger, Marjorie Howell, Donna Locken, Verna Bradley.
Missing from photo: Stephanie Wood, Germaine Ell, Rod Cardin, Shannon Campbell.

- *CIP Workshop and Dewey Decimal Classification:* A CIP workshop at the National Library held in conjunction with a training workshop on the 20th edition of the Dewey Decimal Classification System. Attended by Marjorie Howell and Lois McGregor with a presentation on the Legislative Library's British Columbia Cataloguing in Publication Program for British Columbia government serials by Marjorie Howell (September 24–26)

Disaster Planning

- *Earthquake Preparedness Workshop:* This Government Libraries Association of British Columbia (GLABC) sponsored workshop was tailored specifically for librarians preparing disaster plans for an earthquake. Attended by Wendy Carmichael and Ken Cooley (January 31)

Supervision

- *Panel Chairperson's Workshop:* sponsored by Government Management Services. Attended by John MacEachern (March 29-30)
- *Writing Job Descriptions:* Bonistar course designed for government employees. Attended by Ken Cooley (June 14-15)
- *Performance Planning and Review:* Attended by Barbara de Jong and Linda Jackson (June 12-13)

Office Skills

- *Improving Your Writing Skills: Letters and Memos:* Attended by Shannon Campbell (February 22)
- *Wang Word Processing:* Modules 1 to 4 attended by Sheryl Simpson (March 6, 23); Modules 5 to 8 attended by Glenis Stenger (February 13, 26, and March 19); Modules 6 and 7 attended by Glenis Stenger (March 19); Module 11 and 12 attended by Rhonda Foster (March 12 and April 5); Modules 1 to 4 attended by Maureen Lawson (March 21)

- *Lotus 1-2-3 Workshop:* This spreadsheet workshop was sponsored by the Office of Information Technology. Attended by Shannon Campbell (June 21-22)
- *Word Perfect — Advanced:* Shannon Campbell attended this Camosun College evening course in anticipation of a change in the Library's word processing package next year (November 20, December 4)

Women's Programs

Library staff took advantage of several programs offered by the Women's Programs Branch and Women's Programs Committees in other Ministries.

- *Interview Process:* This course sponsored by the Ministry of Government Management Services, Women's Programs Branch is designed to assist women by providing practical skills for advancing their careers. Attended by Glenis Stenger (January 24)
- *The Working Woman as Parent:* Designed for women in the workplace juggling home and workplace commitments, this course was sponsored by the Ministry of Finance and Corporate Relations, Women's Programs Committee. Attended by Sheryl Simpson and Stephanie Wood (January 24)
- *Taking Charge of Your Career:* Sponsored by Women's Programs Branch. Attended by Rhonda Foster and Shannon Campbell (October 24–26)

Conferences and Other Professional Activities

Association of Parliamentary Librarians in Canada (APLIC)

The Director attended the APLIC business meeting in Ottawa (June 13) and presented papers on *Integrated Library Systems* and *Quality Client Services* at the ninth biennial conference in Winnipeg, Manitoba (October 11–13). Sheila Gann also attended the conference which proved to be an excellent forum for the focused discussion of issues unique to parliamentary libraries across Canada.

British Columbia Automated Cataloguing Committee

Wendy Carmichael attended a meeting of the British Columbia Automated Cataloguing Committee held at Douglas College in Vancouver. Items of interest included automation developments in the various member libraries, the possibility of including more libraries in the meetings and the setting up of vendor user groups (October 26).

British Columbia Library Association (BCLA)

Maureen Lawson was a member of the Local Arrangements Planning Committee for the 1990 Annual Conference May 3–6, in the Victoria Conference Centre. Vivienne Bruce, Maureen Lawson and Lois McGregor attended the conference.

Other staff members visited the exhibits and several staffed booths as representatives of IVL (Institute of Victoria Librarians) or GLABC (Government Libraries Association of British Columbia).

Canadian Library Association (CLA)

Wendy Carmichael attended the Annual Conference of the Canadian Library Association in Ottawa with sessions on serials automation, OPACs (Online Public Access Catalogues), automation vendors, government information and government libraries (June 14–16).

Government Libraries Association of British Columbia (GLABC)

Ken Cooley served as Secretary and Gordon Yusko served as Member-at-Large for the 1990/91 year.

The Government Libraries Association of British Columbia sponsored the presentation *OCLC Cataloguing and Interlibrary Loan Services*. OCLC is an American bibliographic utility which sells library cataloguing records and provides a union database of North American library records. The service is relevant for interlibrary loan activities and cataloguing. Attended by Patricia Somerton (October 25).

Institute of Public Administration of Canada (IPAC)

Joan Barton as President of the Victoria Regional Chapter of IPAC attended the Annual Conference in Quebec City (August 26–29). She was also involved in organizing the IPAC and University of Victoria School of Public Administration conference on *The Well-Performing Government Organization* at the Victoria Conference Centre (April 26-27).

Institute of Victoria Librarians (IVL)

Gordon Yusko served as President and Lois McGregor served her second year as Secretary.

Government Publications Checklist Taskforce
Left to right: Linda Jackson, Ken Cooley, Judi Bennett.

National Library of Canada

Wendy Carmichael met staff of the Government Documents Section and the ISDS Canada (International Serials Data System) at the National Library to discuss the introduction of CIP in British Columbia government serial publications. In the afternoon she attended a meeting on the MARC holdings format and coding for multiple versions of the same publication (June 13).

Women's Programs

Joan Barton continued her participation in Women's Programs activities as an Advisor for the women in the Legislative precinct. After her secondment in November she was replaced by Sheila Gann. Joan Barton attended Women's Advisors meetings, including the first meeting with the new Minister Responsible for Women's Programs, Carol Gran. Sheila Gann attended a quarterly meeting in Vancouver followed by a dinner and Networking Workshop which gave women in government in the Lower Mainland area an opportunity to meet with their peers and express their views on issues of concern to them.

Stephanie Wood, with Rhonda Foster as Alternate, continued to represent the women in the Library on the Government Management Services, Women's Programs Branch Advisors' Committee. In addition to its advisory role for the Legislative Assembly, the Library joins with the Ministry of Government Management Services in this government-wide program which attempts to enhance career advancement opportunities for women and makes their special needs known throughout government. One of the activities of this Committee was a survey of women in the Ministry. The breakdown of the results for Library staff will be available in 1991.

Visitors to the Legislative Library

Throughout the year library instruction and orientation was provided to new employees both in the Parliament Buildings and the Public Service. In addition, tours were conducted for the following groups:

Legislative Interns

The orientation session for the incoming group of Legislative Interns, which is a traditional feature of the Library's activities, was conducted by Joan Barton on January 3. Along with the Library's orientation video tape they were shown a video on the Parliament Buildings and its services which was prepared by the Honourable Claude Richmond, then Minister of Social Services and Housing. This year the Director assisted the Speaker's Office in co-ordinating the two week orientation program for the Interns between January 3 to 17. When the Interns returned in March, Maureen Lawson organized a half-day workshop on the use of the Library and some of its more unique and specialized tools. It was such a success that it is expected that it will become an annual event.

University of British Columbia School of Archival and Information Studies

Students from the University of British Columbia toured the Library on January 4 as part of their biennial visit to libraries in the area.

Library Technicians

On February 22 and March 15 students from the library technicians' classes of Fraser Valley College and Vancouver Community College respectively made their traditional visits to the Library. They were given a tour and introduced to Library services.

National Library of Canada

Julia Goodman from the National Library visited to discuss cataloguing standards with staff in the Cataloguing and Government Publications Divisions on March 27.

Claremont Senior Secondary School

On March 29, Ken Cooley demonstrated the DTI microcomputer acquisitions system to a group from Claremont Senior Secondary School, including John Kringle, Principal, Brian Russell and Cheryl Wenezenki-Yolland. They were interested in seeing a small working automated library system.

Northwest Territories New Legislative Buildings Committee

Hellen Kellington, a representative from the Committee, toured the Legislative Library on April 30.

British Columbia Library Association Conference

On May 3, delegates of the British Columbia Library Association Annual Conference visited the Library and were given a tour by the Director, Joan Barton.

Victoria Librarians

The former Legislative Librarian, Jim Mitchell and his wife Joan visited the Library with Diana Priestly, the former Law Librarian at the University of Victoria, Diana M. Priestly Law Library, on May 24.

California Legislative Assembly Fellowship

On June 11, representatives from the Program were shown the facilities of the Library and introduced to the services available to Members of the Assembly.

The Physical Plant

Space

The Library continues to search for ways to effectively house the bibliographic collection, its staff and equipment. Most of the effort has been focused on reducing the size of the collection in subjects no longer needed by its prime clients. This downsizing frees space for growing collections such as British Columbia newspapers, political science journals and government publications.

Photocopiers

The Library purchased two photocopiers in 1990. A Minolta 5400 replaced a Toshiba 7720 in May and proved its worth immediately during the automation selection process. The second machine, a Selectec 1701 with a special book copying design, replaced the Xerox 4000 when the company announced that it would not supply service or parts after June 1990.

Equipment

Very little equipment was purchased in 1990 pending the reorganization which will follow automation. The few items ordered included filing cabinets, ergonomic chairs, microcomputers and peripherals.

Appendix I

Library Staff

(as of December 1990)

	Director	Joan A. Barton
Administration	**Deputy Director**	Sheila J. Gann
	Supervisor, Administrative Services	Stephanie F. Wood
	Secretary	Germaine Ell
	Assistant	Linda M. Stinson
	Library Attendant	Cynthia Greenman
Reference Services Division	**Manager**	Maureen Lawson
	Librarians	Vivienne Bruce
		Mary Ann Murphy
		William M. Peters
		Patricia Somerton
		Gordon Yusko
	Senior Reference Clerk	Rhonda Foster
	Assistants	Donna Morrison
		Stephen Norman
		Wendy Walls
		William D. Williams
Government Publications Division	**Manager**	John H. MacEachern
	Librarians	Judith M. Bennett
		Roger D. Young
	Senior Publications Clerk	Linda M. Jackson
	Assistant	Donna Locken
Technical Services Division	**Managers (Acting)**	Wendy J. Carmichael
		Ken H. Cooley
	ACQUISITIONS SECTION	
	Serials Librarian	Roderick V. M. Cardin
	Senior Acquisitions Clerk	Shannon Campbell
	Acquisitions Clerk	Glenis M. Stenger
	CATALOGUING SECTION	
	Librarians	Marjorie J. Howell
		Lois E. McGregor
	Senior Cataloguing Clerk	D. Joyce Robertson
	Assistants	Susan Jansen
		Sheryl A. W. Simpson
	FILMING UNIT	
	Filming Clerk	Barbara de Jong
	Assistant	Lynn Bigwood
Sessional Staff	**Assistants**	Verna Bradley
		Dorothy Jones

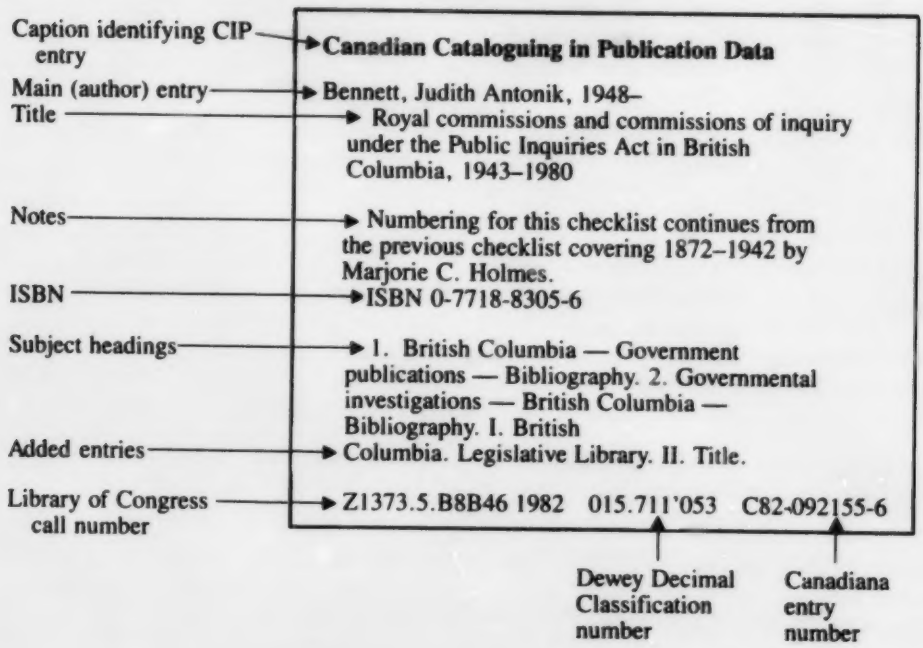
Appendix II

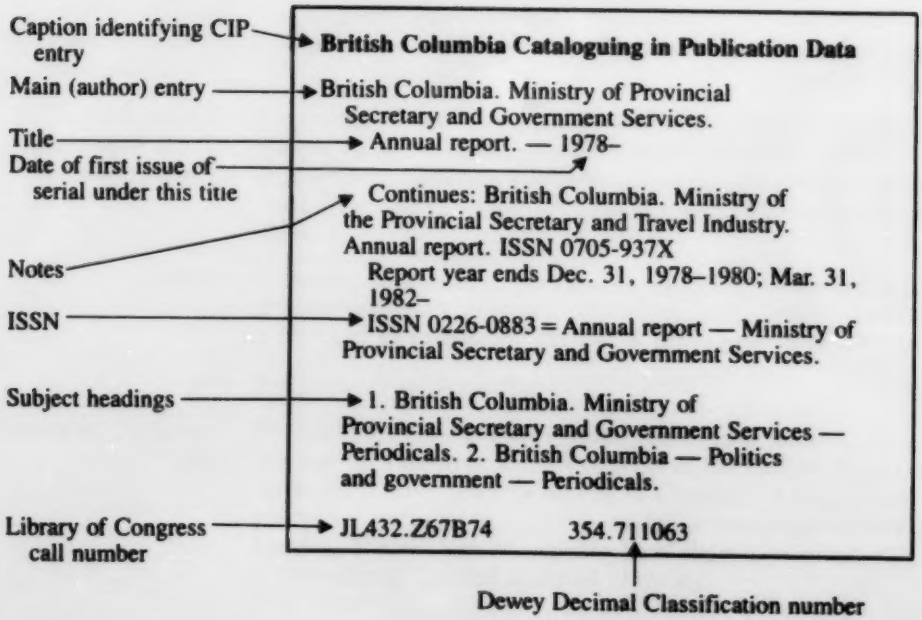
Staff Changes

January 2	Cynthia Greenman appointed Library Attendant, Office Assistant 2 in Administration, replacing Bill Bimb who moved to the Ministry of Health.
February 19	Patricia Somerton appointed permanently to the position of Reference Librarian, Librarian 2, after filling the position as an auxiliary since August 1989.
February 21	Germaine Ell hired as Secretary, Clerk Stenographer 3 in Administration on a half-time basis.
March 12	Glenis Stenger appointed as Acquisitions Clerk, Office Assistant 2 in Acquisitions.
March 19	Wendy Walls appointed as a Newspaper Index Typist, Office Assistant 1 replacing Glenis Stenger.
March 19	Stephanie Wood, Supervisor, Administrative Services on six months maternity leave until September 24.
March 19	Germaine Ell replaces Stephanie Wood as Supervisor, Administrative Services.
March 26	Barbara de Jong appointed to the position of Senior Microfilm Clerk, Clerk 3 on a permanent basis after filling it as an auxiliary since October 1989.
March 26	Donna Morrison hired as Sessional Typist for the Newspaper Periodical Index.
April 23	Sheryl Simpson returned to the Cataloguing Section as a Cataloguing Clerk, Office Assistant 2. This was a position she had held several years before leaving the work force to raise her family.
March 23	Donna Morrison replaced Sheryl Simpson as a Newspaper Index Typist, Office Assistant 1.
April 23	Dorothy Jones replaced Donna Morrison as a Sessional Typist for the Newspaper and Periodical Index.
September 24	Stephanie Wood returned from maternity leave and Germaine Ell returned to half-time position.
October 1	Lyn Stinson seconded to the United Way Campaign between October 1 and November 9.
October 1	Sheila Gann appointed as Deputy Director for one year.
November 1	Joan Barton seconded to Service Quality B.C. Secretariat for one year.

Appendix III

Examples of Full CIP Entries Printed in Government Publications


Caption identifying CIP entry
Canadian Cataloguing in Publication Data
Main (author) entry
Bennett, Judith Antonik, 1948–
Title
Royal commissions and commissions of inquiry under the Public Inquiries Act in British Columbia, 1943–1980
Notes
Numbering for this checklist continues from the previous checklist covering 1872–1942 by Marjorie C. Holmes.
ISBN
ISBN 0-7718-8305-6
Subject headings
1. British Columbia — Government publications — Bibliography. 2. Governmental investigations — British Columbia — Bibliography. I. British
Added entries
Columbia. Legislative Library. II. Title.
Library of Congress call number
Z1373.5.B8B46 1982 015.711'053 C82-092155-6
Dewey Decimal Classification number
Canadiana entry number


Caption identifying CIP entry
British Columbia Cataloguing in Publication Data
Main (author) entry
British Columbia. Ministry of Provincial Secretary and Government Services.
Title
Annual report. — 1978–
Date of first issue of serial under this title
Notes
Continues: British Columbia. Ministry of the Provincial Secretary and Travel Industry. Annual report. ISSN 0705-937X
Report year ends Dec. 31, 1978–1980; Mar. 31, 1982–
ISSN
ISSN 0226-0883 = Annual report — Ministry of Provincial Secretary and Government Services.
Subject headings
1. British Columbia. Ministry of Provincial Secretary and Government Services — Periodicals. 2. British Columbia — Politics and government — Periodicals.
Library of Congress call number
JL432.Z67B74 354.711063
Dewey Decimal Classification number

Appendix IV

Statistical Summary

		1989	1990
Reference Services	Questions Answered	7,063	7,285
	Computer Searches	237	237
	Newspaper Index Entries	81,055	77,186
	Circulation	2,809	2,586
	Interlibrary Loans		
	— material requested by Library	60	92
	— material requested by other libraries	188	194
	Photocopies	205,861	160,282
Government Publications	Publications Received	38,202	48,031
	Titles Listed in the Monthly Checklist	742	N/A*
Cataloguing Services	New Titles Catalogued	2,179	1,750
	Retrospective Conversion/Reclassification	881	1,397
	Cataloguing in Publication (CIP)	393	378
Acquisitions	Titles Received		
	— Books	2,440	2,613
	— Periodicals and Catalogued Serials	2,892	2,903
	— Newspapers	257	265
Filming	Frames Filmed (Current Material)	179,719	181,920
	Frames Filmed (Retrospective Newspapers)	N/A**	60,640
Canadian Book Exchange Centre	Items Sent	14,080	14,782

* Information not available pending printing.
** Included in Current Newspapers in 1989.

Appendix V

Glossary of Selected Terms and Abbreviations

AACR2 Acronym for Anglo-American Cataloguing Rules. These international rules are used in the construction of library catalogues and cover the description of access points for all library materials. The second edition is commonly referred to as AACR2.

Authority Files Lists of all personal and corporate names, the names of series and subjects which are used as headings in the catalogue. The entries are made when a heading is first used. They record the forms used in the public catalogues, and the references made to them from other forms.

CD-ROM Compact disc, Read-Only Memory. Physically the same as the familiar music CD, CD-ROMs are formatted to hold large quantities of textual or other data, and hold many times more information than can be held on the hard disk of a personal computer.

COM Acronym for Computer Output Microfilm/microfiche. Instead of a paper listing, a computer system prints out directly as microfilm or microfiche.

Cataloguing in Publication (CIP) CIP was pioneered in the Library of Congress in 1971. The aim of the program is to provide bibliographic data for new books in advance of publication. CIP depends heavily on the voluntary cooperation of publishers.

International Standard Book Number (ISBN) A code given to books before publication to identify them concisely, uniquely, and unambiguously.

International Standard Serial Number (ISSN) The international numerical code that identifies concisely, uniquely, and unambiguously a serial publication or magazine. It is used by libraries, publishers, jobbers, etc. to assist in identification, ordering, invoicing and inventory control of serial titles.

Jobber A wholesale bookseller who stocks many copies of various kinds of books issued by different publishers, and supplies them to bookstores and libraries. They may also order titles not stocked.

LAN See Local Area Network.

Library of Congress (LC) The Library of Congress provides library and information services by authority of the Congress of the United States of America. It gives priority service to Congress. Although not officially a national library it provides services appropriate to a national library, and at a higher level than most other specifically designated national libraries.

Local Area Network (LAN) In data communications, a bidirectional communications network which operates over a limited geographic area, typically an office building or a college campus. LANs provide the computer user with the opportunity to communicate with other workers, to supply and access data and share expensive software and equipment-storage devices, sophisticated printers etc. The LAN includes a cable network linking the constituent pieces of equipment.

MARC (MAchine Readable Cataloging) The MARC format was developed by the Library of Congress for the exchange of bibliographic data in machine-readable form. It has become an international standard and is used in many countries, e.g. the United Kingdom, the United States, Australia, Canada, and France.

Monograph Generally known as a book, it is technically a non-serial publication (i.e. a publication either complete in one part or intended to be completed in a finite number of separate parts). Examples include a novel or an encyclopedia.

Online Public Access Catalogue (OPAC) A computer-based and supported library catalog (bibliographic database) designed to be accessed via terminals.

RECON See Retrospective Conversion.

Request for Proposal (RFP) A document used to solicit proposals from bidders to design or supply a system or perform work of some kind.

Retrospective Conversion (RECON) The process of converting cataloguing records, usually in an existing manual form, to a standard computer format.

Serial The term includes magazines, periodicals, newspapers, annuals, numbered monographic series and the proceedings, transactions and memoirs of societies. It is any publication issued in successive parts, appearing at intervals, usually regular ones, and as a rule intended to be continued indefinitely.

Standing Order An open order to a publisher or book jobber to supply volumes or parts of a particular title or type of publication as they appear, until notified otherwise.

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